

# HP Large Format Printer/Copier/Scanner Information Sheet

## Overview

The Town has added a large format printer/copier/scanner to meet the needs of several departments that require such functions. The addition of the hardware allows scanned color copies to be done in house, printing of maps on large paper, the ability to scan and save a large paper source into a digital format.

The Town benefits from this hardware by giving the departments the functionality to improve their work efficiency and efforts. Departments can now provide paper copies of information from a non standard paper size. Initial Mylar copies of maps could be scanned into the system, directly from the attached touch screen computer, for access by Town Staff. The printer portion is also available on the network for all to have access for printing on up to 42" wide paper. This functionality provides more capabilities for the departments to complete tasks in less time and at a lower cost.



With the training of staff on the new HP Large Format Printer, the staff is able to perform the above tasks effectively. This has given staff the ability to perform duties that would normally be handled by an outside vendor.

## Highlights

- Allows staff to print, copy or scan items to or from paper up to 42" wide
- Printing, copying or scanning of non standard sized prints can be handled internally
- Document editing capabilities that can be used to keep digitized maps up to date
- Town staff able to utilize all of the hardware's features

## Interaction with Other Systems

- Remotely accessible by all authenticated users
- Town Clerk Index of Surveys and Maps updates

## Project Details

- Project #04-33
- 2/3/06